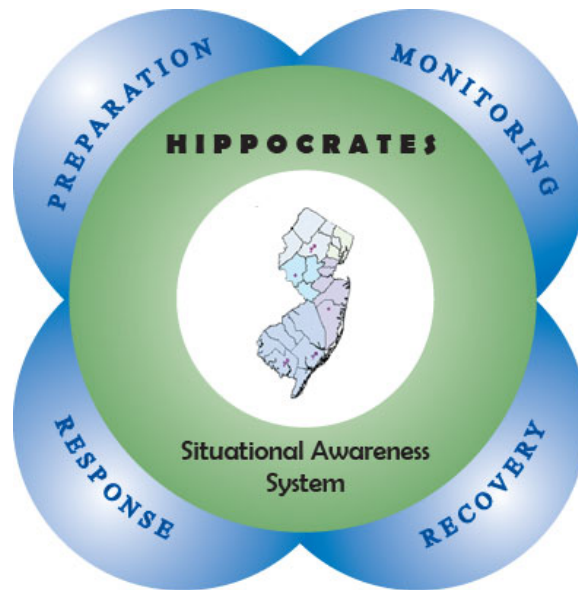


Hippocrates

Health Infrastructure Preparedness and
Emergency Response Situational
Awareness Application



USER MANUAL

Communication Channels

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COMMUNICATION CHANNELS

The Communication Channels is one of the modules within the Hippocrates umbrella application. Using this module, Hippocrates users can:

- Exchange information in real time in one-on-one conversations and chat rooms
- Send email and files to other users logged in to Hippocrates
- Upload and view files in the Image/Video Gallery
- Create, modify, view or fill out a survey
- Schedule, manage and view collaborative calendar items

The Communication Channels module is available to all Hippocrates users; however, the available functions and activities within the module depend on the user's access privileges.

User Interface

The user interface for the Communication Channels module is consistent for all functions and activities within the module as well as with other Hippocrates modules.

CAVEAT: Access privileges are assigned on a per user basis; therefore, your screens may be different from those of other users or from the screens shown in this manual.

Navigation

The navigation elements for the Communication Channels module are shown in Figure 1.

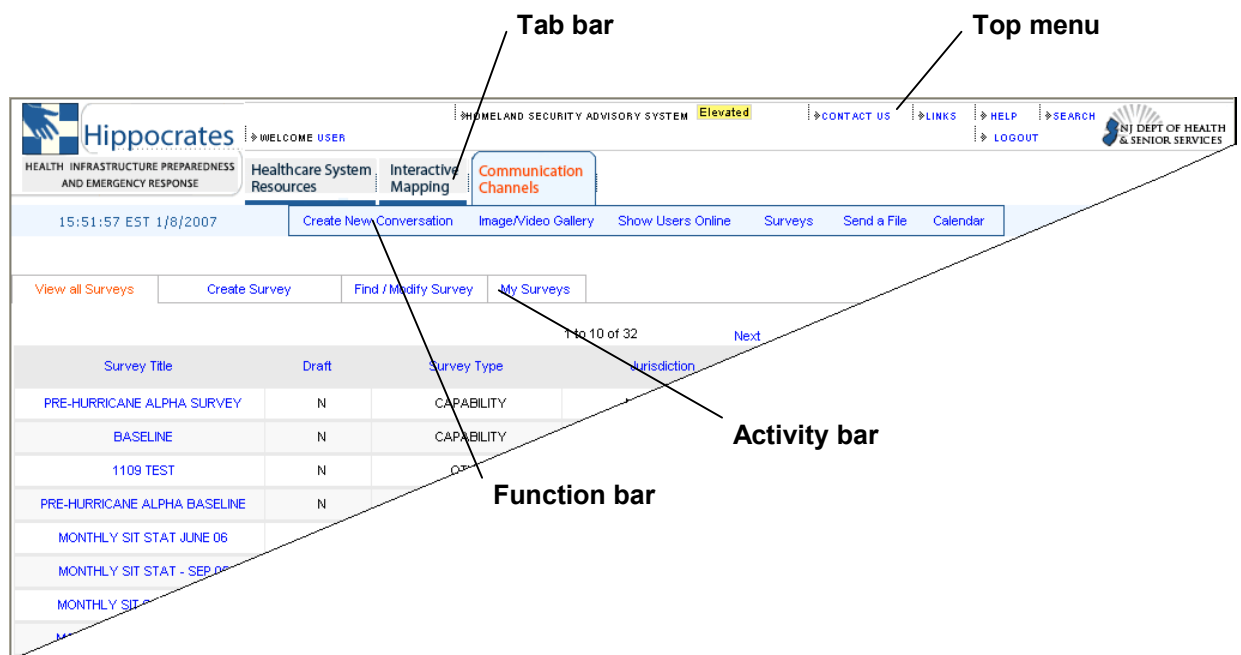


Figure 1. Communication Channels Navigation Elements

The **top menu** is visible on all Hippocrates modules. It contains links to common commands such as [HELP](#), [CONTACT US](#), and [LOGOUT](#).

The **tab bar** is also visible from all Hippocrates modules. The tabs visible when you log in depend on your access privileges. The tab for the module you are currently working in is highlighted and its name displayed with **orange text**. To move to another module, click the corresponding tab.

The **function bar** is located directly below the tab bar. The functions on this bar differ for each Hippocrates module and also depend on user privileges—

all function bars behave in the same way, however. To access a function, click its name on the function bar. The current function is shown in **orange text**.

The **activity bar**, located directly below the function bar, shows the activities available to you for that function. The current activity is indicated with **orange text**. In the Comm Channels module, the only functions in which an activity bar is displayed are **Image/Video Gallery** and **Surveys**.

Viewing Data

The Image/Video Gallery and (in some cases) Surveys functions include a **View All** activity, which displays the records associated with that function in a tabular format. The layout, navigation and sorting features for View All screens are described below.

View All Screen Layout

The View All screen layout is shown in Figure 2. A maximum of 10 records is displayed per screen, although it might be necessary to use the scroll bar to view the records at the bottom of the window.

The range of currently displayed records and the total number of records is shown at the center-top and center-bottom of the View All screen.

EXAMPLE: In Figure 2, records 11 through 20 are displayed from a total of 55 records.

Navigation Links

Records displayed of total #

Column heading

Click to open record

The screenshot shows the Hippocrates application interface. At the top, there's a header with the Hippocrates logo and navigation links like 'WELCOME USER', 'HUMANELAND SECURITY ADVISORY SYSTEM', 'Elevated', 'CONTACT US', 'LINKS', 'HELP', 'SEARCH', and 'LOGOUT'. Below this is a function bar with 'Communication Channels' highlighted in orange. Underneath is an activity bar with 'Image/Video Gallery' highlighted in orange. The main content area displays a table of records. Annotations point to various elements: 'Navigation Links' points to the top navigation bar; 'Records displayed of total #' points to '11 to 20 of 55' in the center of the table; 'Column heading' points to the 'Thumbnail View' column header; and 'Click to open record' points to a record icon in the 'Thumbnail View' column.

Thumbnail View	Name	Description	Incident/Event Name	Incident/Event (IE)	Last Updated Date ▼	Last Updated By
	TEST	test			12/15/2006 10:34:07	VRoza
	HOSPITAL DIVERSION INFO	hospital diversion info			12/15/2006 10:29:56	VRoza
	PDF TEST	pdf test			11/30/2006 10:52:42	sramu
	ROSS FILE				09/06/2006 16:25:44	RNinger
	RE-TEST OF BMP	seeing if incident/event comes up filled in again even though I said "none"			09/06/2006 12:14:42	CElice
	DAT FILE UPLOAD	test of uploading .dat file			09/06/2006 12:12:13	CElice
	BMP FILE	test of .bmp file being uploaded	SR TEST EVENT - AOC	E	09/06/2006 12:08:44	CElice
	LOST HORIZON VMMA FILE	test of vmma file	ROBERT WOOD JOHNSON NURSES STRIKE	E	09/06/2006 11:59:06	CElice
	WAV FILE	see what happens when I try a .wav upload	BREAKFAST CEREAL TAMPERING	I	09/06/2006 11:58:19	CElice
	WAV FILE	see what happens when I try a .wav upload	BREAKFAST CEREAL TAMPERING	I	09/06/2006 11:28:41	CElice

11 to 20 of 55

↑ ↓ IGPORIT BRIDGE CLOSED DUE TO FLOODING[17:16:11 - 12/18/06] ◊ 10.0% of Hospitals are on complete dive

This system is restricted to authorized users. Copyright ©2006 NJDHSS OITS. All rights reserved.

Figure 2. Layout for View All Screens

Page Navigation

When there are more than 10 records, a set of page navigation commands (listed below) is displayed at the top and bottom of the View All screen. The page you are viewing determines which commands are displayed.

Click a [navigation command](#) to move through the View All list as described below.

[Next](#) – displays the next 10 records

[Previous](#) – displays the previous 10 records

[First](#) – displays records 1 through 10

[Last](#) – displays the last 10 records

Sorting

You may click a [Column Heading](#) to sort records on that field or to reverse the sort direction. An arrow shows which column the records are sorted on and the direction of the sort, as follows:



Records sorted in *ascending* order (from A–Z or first–last)



Records sorted in *descending* order (from Z–A or last–first)

EXAMPLE: The records in Figure 2 are listed by [Last Updated Date](#) in descending order.

Opening a Record

To open a record, click the blue field for that record. In this case (Figure 2) a record is opened by clicking its [Name](#).

Searching

The Image/Video Gallery, Surveys and Calendar functions are equipped with a search feature to assist you in locating a particular record or group of records. This feature is accessible through the **Find/Modify** activity.

Example Search

To locate a file in the Image/Video Gallery entitled Boiler Explosion in Holy Name Hospital:




1. Click  in the Image/Video Gallery activity bar to display the Find/Modify Gallery screen (see Figure 3).
2. Click  and select **FILE NAME** as the search criteria.
3. Enter **Boiler Explosion in Holy Name Hospital** in the text box.
NOTE: Searches are not case sensitive.
4. Click .



Figure 3. Search Dialog Box

Wild Card Searches

To broaden your search, you may use an asterisk (*) in the Search Criteria text box to represent zero or more alphanumeric characters. This is useful for locating a group of records that have similar data in a particular field or when you know only some of the data for which you are looking.

In a wild card search:

- Letters are not case sensitive
- A wild card (*) can be used as the first character of a search
- Multiple * can be used

Wild card search examples

The examples in Table 1 illustrate the wild card feature.

Table 1. Wild Card Search Examples

Search Term	Matching Records
BIO*	All records whose titles begin with BIO: bio bio outbreak biological outbreak biooutbreak
BIO	All records with BIO anywhere in the title: antibiotic bio bio outbreak biological outbreak biooutbreak
B*	All records whose titles begin with B
*	All records

Communication Channels Windows

Comm Channels windows include conversation windows, the Users Online window and others. The elements of a conversation window are shown in Figure 4; most of these elements apply to the other Comm Channels windows as well.

Windows can be moved, resized, minimized, maximized or closed, as described below.

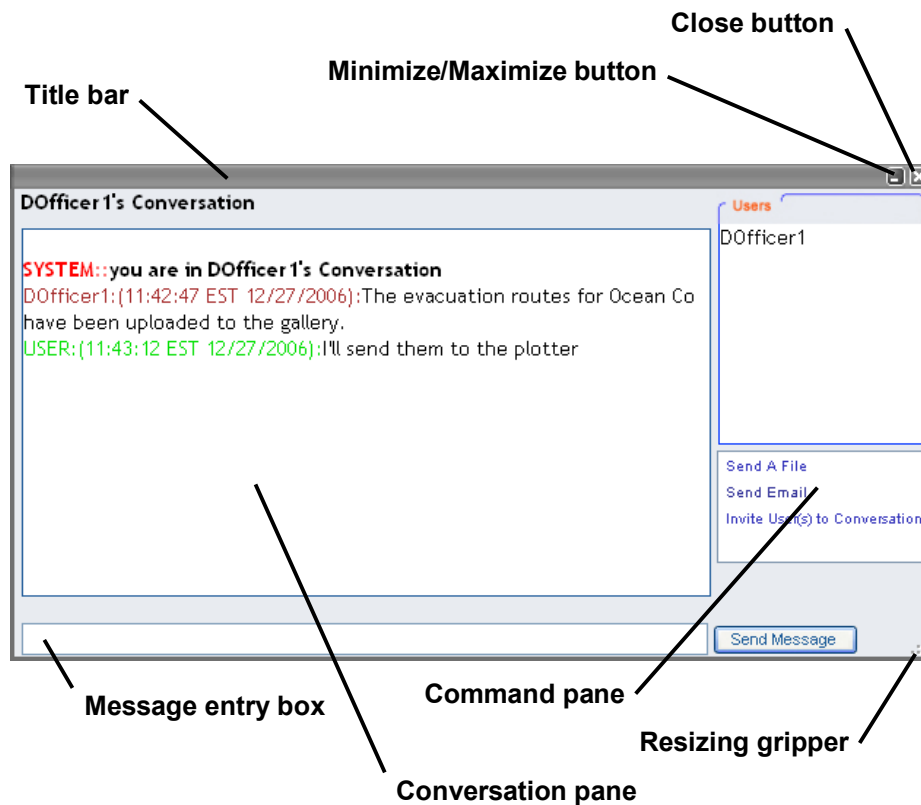




Figure 4. Conversation Window Elements

Minimizing/maximizing a window

To minimize a window, click the minimize button  in the title bar. A minimized window consists of a title bar and a maximize button . To return the window to its previous size, click the maximize button.

Resizing a window

To resize a window, hold the mouse over the **resizing gripper** at the lower-right corner of the window. When the cursor changes to a two-headed arrow, click and drag the mouse to resize the window.



NOTE: Resizing a window can hide some of the window elements, including command buttons located at the bottom of the window. To reveal hidden elements, increase the window size.

Moving a window

To move a window, click its title bar (the gray bar at the top of the window) and drag it to the desired location. You can move a window even if it has been minimized.

NOTE: It is possible to place a window directly on top of another, hiding the bottom window. If you cannot see a window and you did not close it, try minimizing the visible windows until you reveal the hidden one.

Closing a window

To close a window, click the **close button** .

NOTE: When you close a conversation window, you are leaving that conversation. (The remaining conversation participants are not affected.) If you subsequently rejoin the conversation, however, you will not be able to retrieve any messages that were exchanged in the interim.

Using the Communication Channels

Communication Channels Home

The home page (Figure 5) for the Comm Channels module consists primarily of a **conversation area**. When you first enter the module this area will be empty because you are not participating in a conversation.

A **Users Online** window is displayed by default, listing the other users currently logged in to Hippocrates. (Your name will not be listed.)



Figure 5. Communication Channels – Home Page

News Ticker

The news ticker is a scrolling CNN-type text bar at the bottom of the screen. Some news ticker items are posted automatically as the result of a particular activity, as follows:

Item	Ticker Display
Incidents	Incident name, time/date
Activating Events	Event name, associated Command Center (one per ticker item), activation time/date
% hospitals on full divert	Based on external data feed received by Hippocrates from JEMSTAT

USING THE COMMUNICATION CHANNELS

Users with Site Admin privileges can delete or modify ticker items and also post items manually. Manually posted items can be displayed for a pre-determined time period, tagged as “breaking news” and/or linked to an Internet URL, so that clicking that item will open an Internet Explorer window at the referenced site.

News ticker items are color-coded as follows:

ROUTINE-PRIORITY INCIDENT [time - date]

HIGH-PRIORITY INCIDENT < 5 MIN OLD [time - date]

HIGH-PRIORITY INCIDENT > 5 MIN OLD [time - date]

ROUTINE-PRIORITY INCIDENT PREVIOUSLY HIGH-PRIORITY [time - date]

ACTIVATING EVENT (ASSOCIATED COMMAND CENTER) [time - date]

% hospitals on complete divert

Manually-posted item [time - date]

Breaking news item [time - date]

STATIC TICKER ITEM (mouse held over text)

Sending a File

While in the Comm Channels module you can send files to other users *if they are logged in to Hippocrates*.

There are four ways to send a file:

- from the Users Online window (procedure below)
- from a conversation window (procedure below)
- using the Send a File function (see page 36)
- attached to a Hippocrates email (see page 15)

PROCEDURE: Sending a file to an online Hippocrates user

From the Users Online Window

STEP 1 See Figure 6. Hold the mouse over the recipient's user name to display the drop-down command list, then click Send a file.

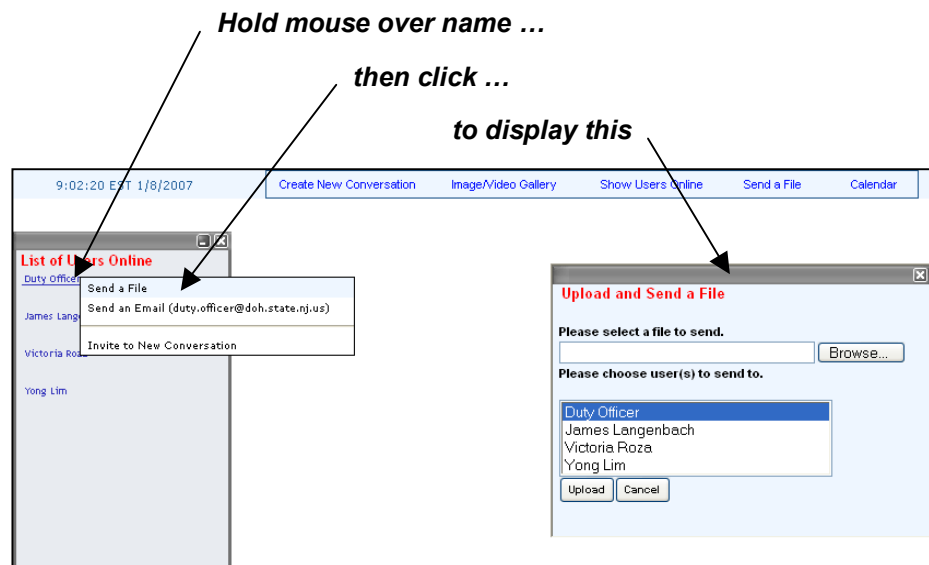


Figure 6. Sending Files from the Users Online Window

OR

From the conversation window

STEP 1 See Figure 7. In the command pane located in the lower-right section of the conversation window, click [Send a File](#).

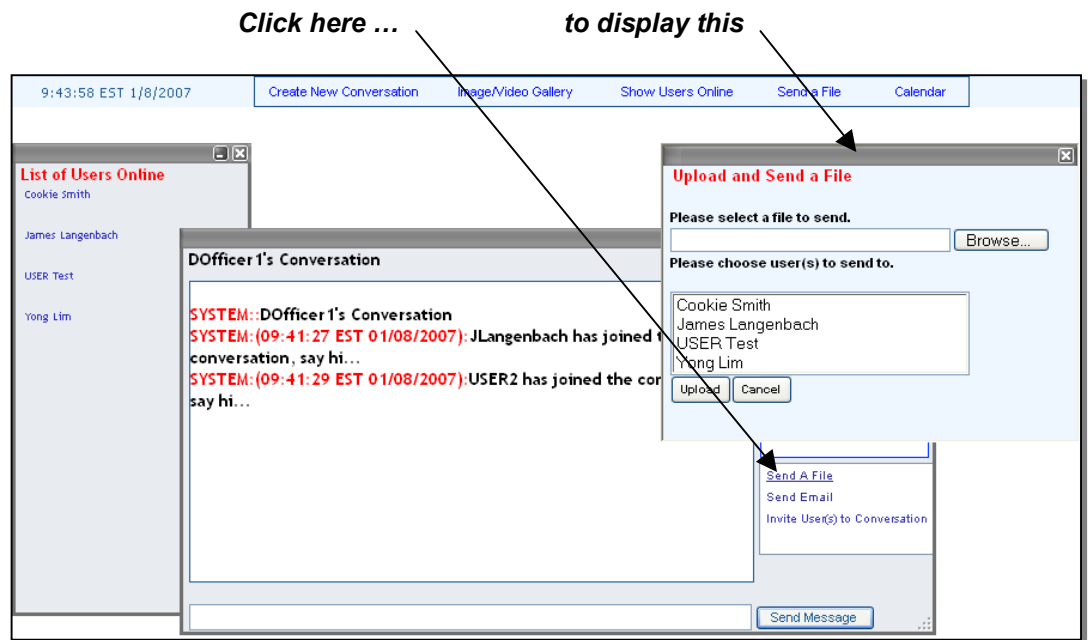


Figure 7. Sending Files from a Conversation Window

STEP 2 If the recipient user name is not highlighted, click it. To select multiple invitees, press and hold the **Ctrl** key on your keyboard as you click each name.

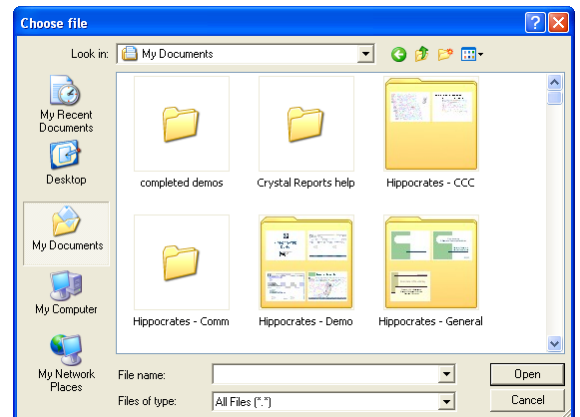
STEP 3 Click to display the **Choose File** window.

STEP 4 In the **Choose File** window:

Navigate through the folders on your computer to locate the file you wish to upload. When you have located the file you wish to send, click it to enter it into the File name field.

OR

Click in the File name field and type the name of the file you wish to send.

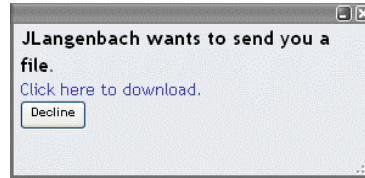


STEP 5 Click in the **Choose File** window.

STEP 6 Click . The designated recipient(s) will receive a message that you wish to send him/her a file.

Downloading a File

When a Hippocrates user sends you a file, a download message will be displayed on your Comm Channels screen.



If you are working in another Hippocrates module, the Comm Channels tab on your tab bar will turn blue to indicate that a message has been sent to you.



PROCEDURE: Downloading a file

STEP 1

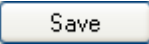
To download a file that has been sent to you, click on [Click here to download](#) in the download message. Depending on your computer settings, one of the following will occur:

- The file will open in the assigned application (Microsoft Word, for example).
- The **File Download** window will be displayed, giving you the option to save or open the file.

STEP 2

If the file opens in the assigned application you can save it by following the procedure for that application. This is often done with a menu command such as File > Save.

OR


If the **File Download** window is displayed and you wish to save the file, click 

STEP 3

In the **Save As** window, navigate through the folders on your computer to select the location where the file will be stored.

OR

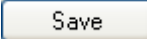
Save the file in the default folder (My Documents, for example) by proceeding to the next step.

IMPORTANT: Be sure to note the folder in which the file will be saved so that you can find it later. To see your computer's folder hierarchy, click  next to the *Save in* box at the top of the window. See Figure 8.

STEP 4

Optional: Change the file name in the File Name text box.

STEP 5

Click 

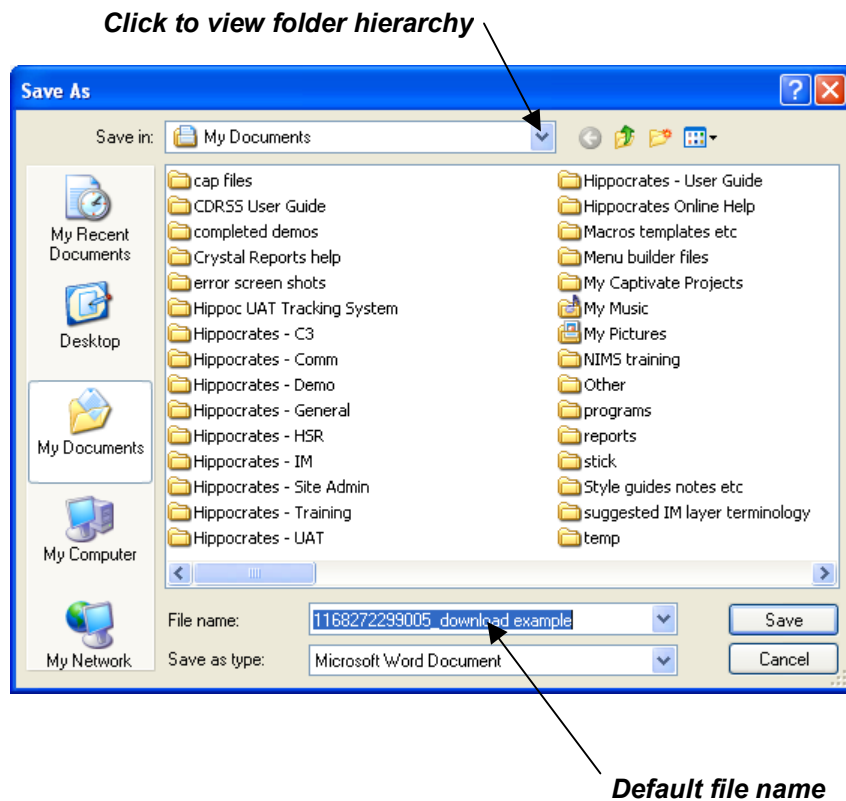


Figure 8. Saving a file to your computer

Sending Email

While in the Comm Channels module, you can email other Hippocrates users *if they are logged in to Hippocrates*. You may also attach files to the email.

There are two ways to send an email:

- From the Users Online window
- From a conversation window

PROCEDURE: Sending email to an online Hippocrates user

From the Users Online window

STEP 1

See Figure 9. Hold the mouse over the recipient's user name to display the drop-down command list, then click Send an Email.

Hold mouse over name ...

then click

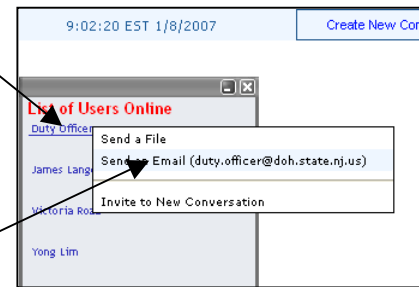


Figure 9. Sending email from the Users Online window

OR

From the conversation window

STEP 1

See Figure 10. In the command pane located in the lower-right section of the conversation window, click [Send Email](#).

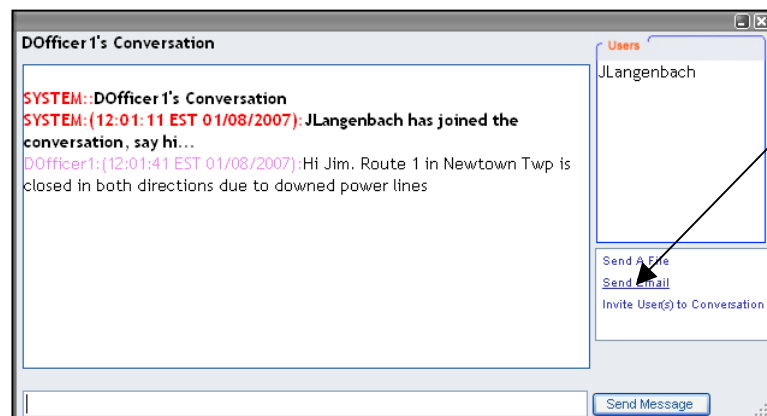

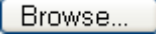


Figure 10. Sending email from a conversation window

STEP 2 Type a subject and message in the Hippocrates email window (Figure 11).

STEP 3

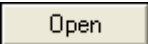
Optional: To attach a file, click 

3a. Click  to display the **Choose File** window.

3b. In the **Choose File** window, navigate through the folders on your computer to locate the file you wish to send.


OR

Click in the File name field and type the name of the file.

3c. Click  in the **Choose File** window.

3d. Click  in the Hippocrates **Attach a File** window.

STEP 4

Click  at the bottom of the Hippocrates email window.

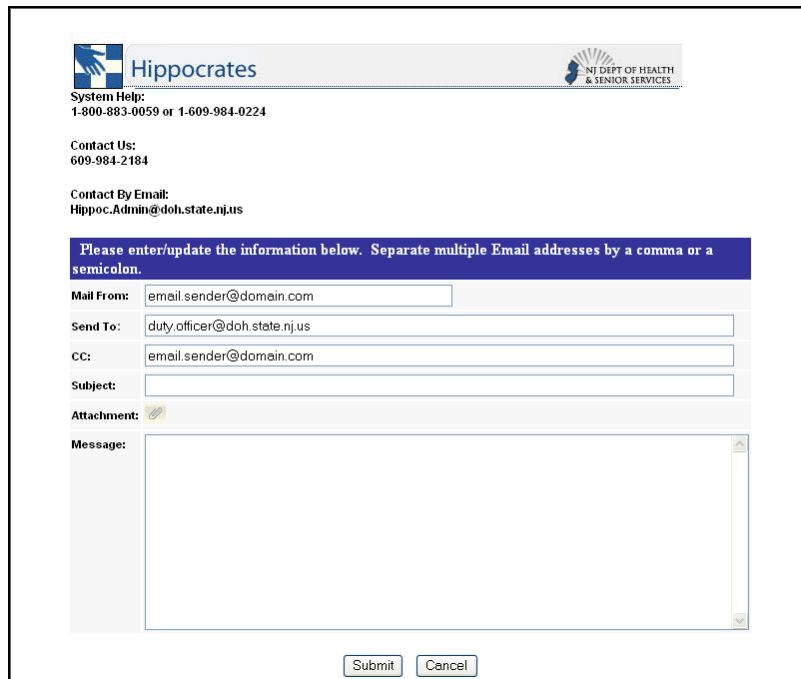


Figure 11. Example email sent from Hippocrates

Conversations (Instant Messaging)

The Comm Channels instant messaging feature allows you to exchange text messages in real time with other online Hippocrates users. Instant messages take place within *conversations*, and can include two or more participants.

You may participate in multiple conversations simultaneously. You may start your own conversation and, when invited, join an existing conversation. Each conversation is displayed in a separate window. Figure 12 shows four conversations taking place simultaneously; the window for one conversation has been minimized so that only its title bar is displayed.

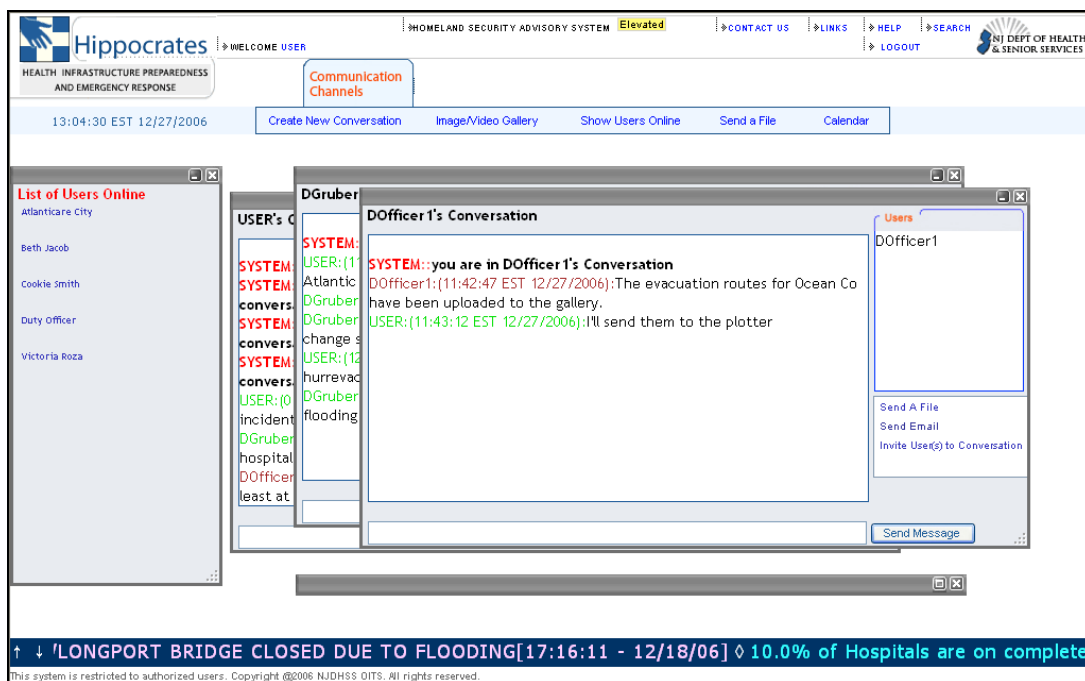


Figure 12. Multiple Conversation Windows

Multiple conversations

You may have multiple conversation windows open, but only one conversation window can be active at a time. If the windows are layered, the active window is the top one. To activate a window, click either its title bar or its message entry box.

Switching to another module

If you leave Comm Channels to work in another module your conversation(s) will be unaffected. When you return to Comm Channels, your conversation windows will be updated with the messages that were exchanged while you were away.

When you are in another module, the Comm Channels tab will turn blue if a message has been sent to you or to a conversation in which you are participating.



PROCEDURE: Create a New Conversation

To create a conversation, you must invite one or more users to join you and at least one must accept.

You can create a new conversation using either the **activity bar** or the **Users Online** window.

From the activity bar

STEP 1 See Figure 13. On the **activity bar**, click 

STEP 2 In the **Create New Conversation** window, click the name of the user you wish to invite, then proceed to Step 3 (page 20).

OR

From the Users Online window

STEP 1 If the **Users Online** window is not displayed, click 

STEP 2 See Figure 14. In the Users Online window, hold the cursor over a user name, then click  in the pop-up window that appears. The **Create New Conversation** window is displayed, with that user name selected.

NOTE: If one or more elements of the Create New Conversation window are missing, resize the window by clicking and dragging the resizing gripper at the bottom-right corner of the window.



Proceed to Step 3 on page 20.

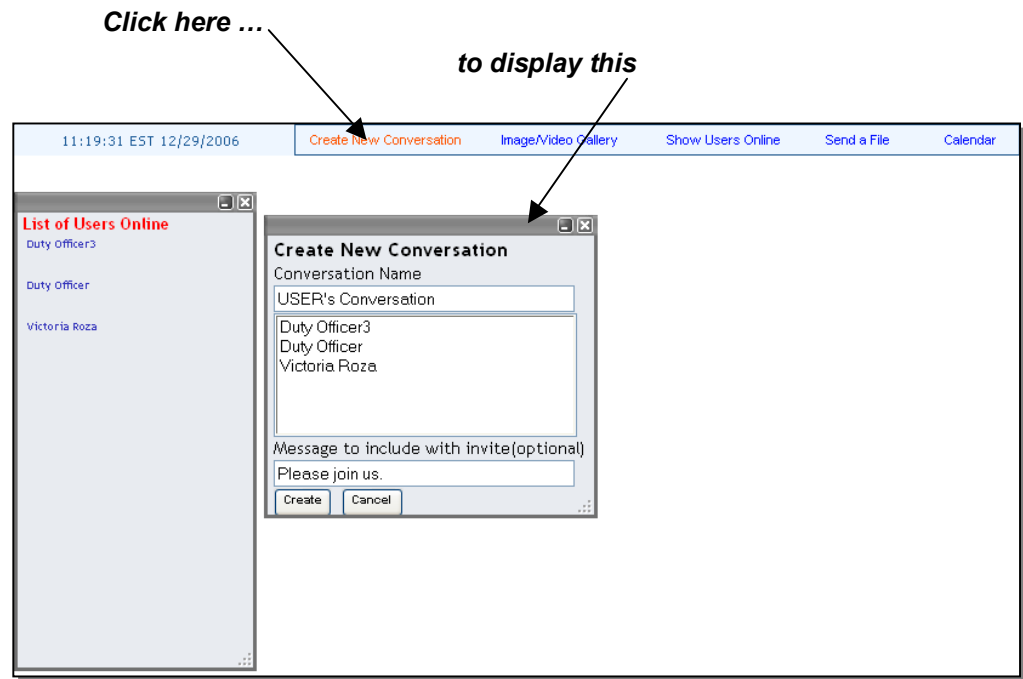


Figure 13. Creating a New Conversation from the Activity Bar

NOTE: If one or more elements of the Create New Conversation window are missing, resize the window by clicking and dragging the resizing gripper at the lower-right corner of the window.

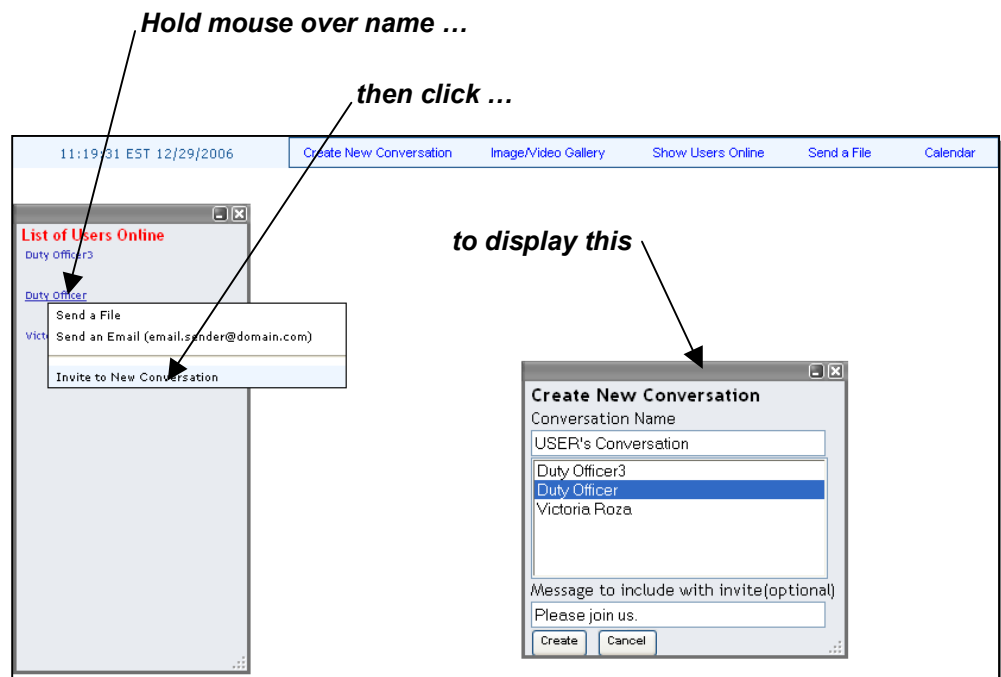



Figure 14. Creating a New Conversation from the Users Online Window

STEP 3 *Optional:* To select multiple invitees, press and hold the **Ctrl** key on your keyboard as you click each name.

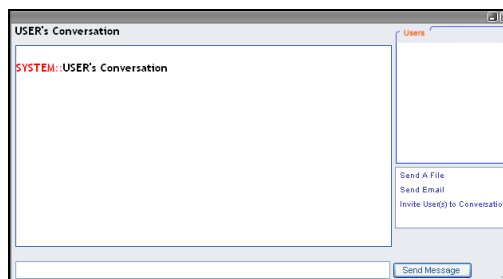
STEP 4 *Optional:* To change the title of the conversation, click in the Conversation Name text box and type in the new title. The default title is “Your User Name’s Conversation.”

STEP 5 *Optional:* To send a custom invitation message, click in the “Please join us” text box and type your message.

STEP 6 Click  to invite the selected user(s) to the conversation. This produces the following results:

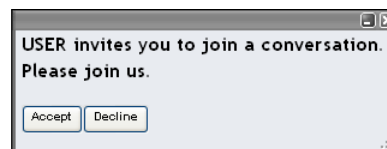
1. A conversation window opens on your screen.

NOTE: Any messages you send will not be seen by invitees who subsequently join the conversation.

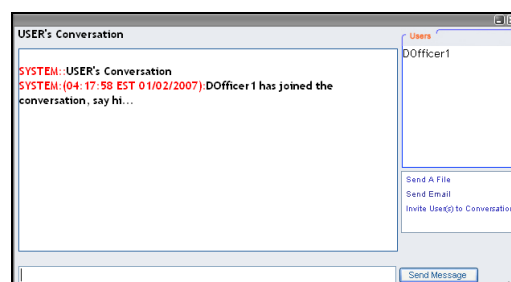



2. An invitation is displayed on each invitee's screen.

If the invitee is working in another module when the invitation is issued, the Comm Channels tab on his/her screen will turn blue to alert the user to the invitation.



3. When a user accepts your invitation, a message is displayed in the conversation window and the user's name is listed in your **Users** pane.



STEP 7 To add a message to the conversation, click inside the message entry box, type your message, then click  or hit **Enter** on your keyboard.



PROCEDURE: Invite a user into an existing conversation

Any participant in a conversation can invite another user to join—you need not be the creator of that conversation. There are two ways to invite a user to join an existing conversation:


- from the **command pane** of the conversation window
- from the **Users Online** window

NOTE: When a user joins an existing conversation, he/she cannot see any messages that were exchanged beforehand.

From the conversation command pane

- STEP 1** See Figure 15. In the command pane of the conversation window, click [Invite User\(s\) to Conversation](#).
- STEP 2** In the **Invite User(s) to ... Conversation** window, click the name of the invitee. To select multiple invitees, press and hold the **Ctrl** key on your keyboard as you click each name.
- STEP 3** *Optional:* To send a custom invitation message, click in the “Please join us” text box and type your message.
- STEP 4** Click the  button located at the bottom of the **Invite User(s) to ... Conversation** window. If this button is not visible, resize the window by clicking and dragging the resizing gripper at the lower-right corner of the window. 

From the Users Online window

- STEP 1** See Figure 16. If the **Users Online** window is not displayed, click .
- STEP 2** In the Users Online window, hold the cursor over the name of the user whom you wish to invite.
- STEP 3** In the pop-up window that appears, click the name of the conversation to which you are inviting the user.

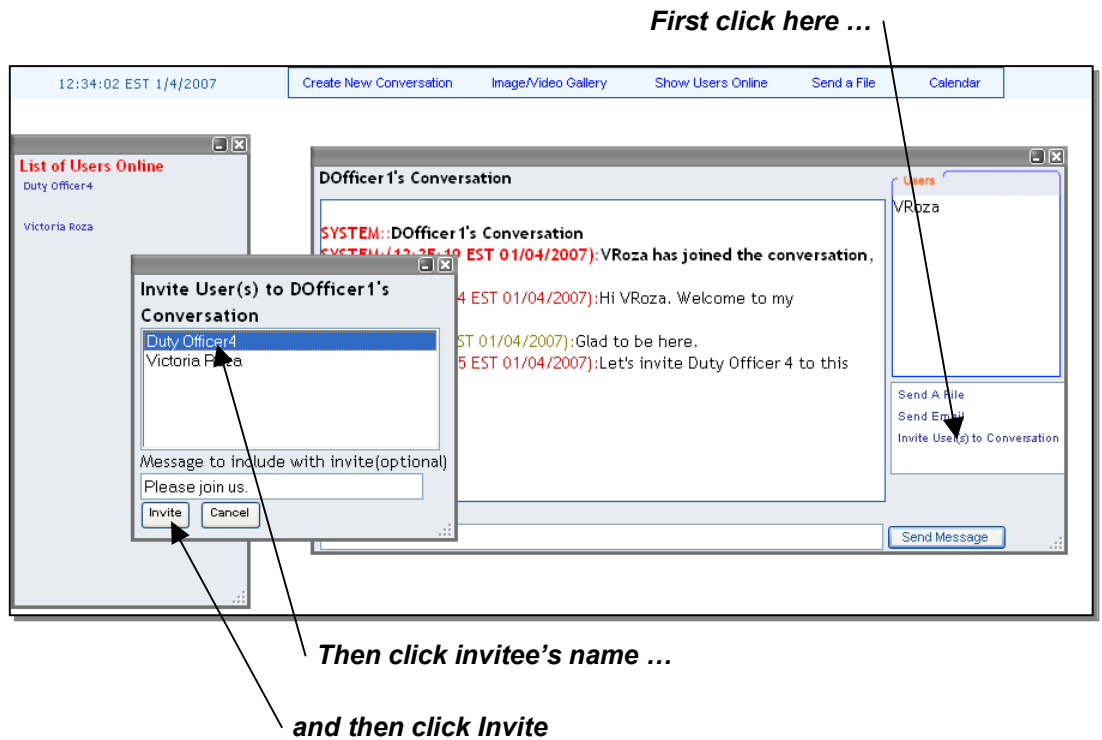


Figure 15. Invite to an Existing Conversation from the Command Pane

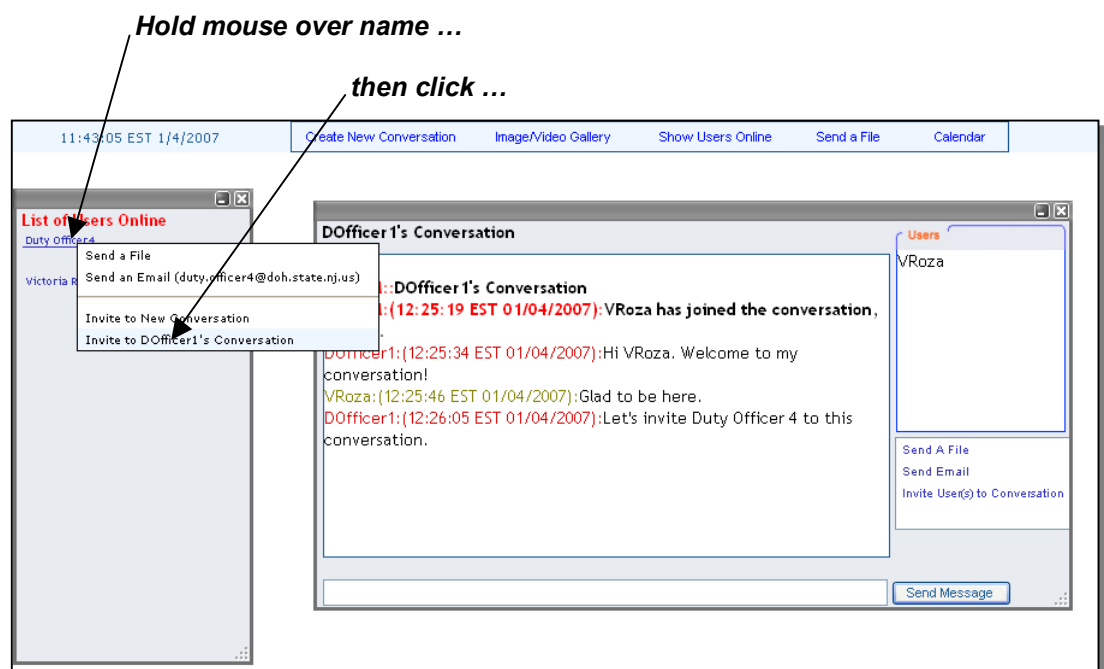
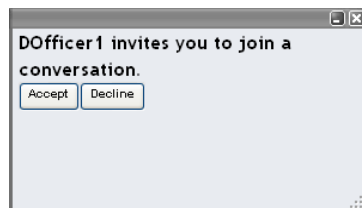


Figure 16. Invite to an Existing Conversation from Users Online

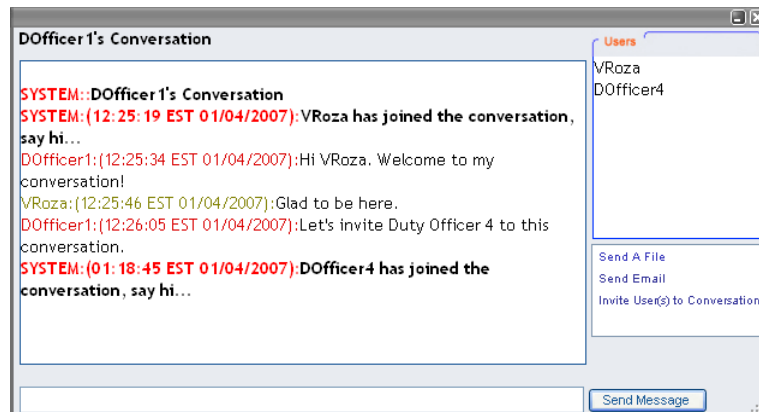


When you invite a user to join an existing conversation, an invitation is displayed on that user's screen. If the invitee is working in another module when the invitation is issued, the Comm Channels tab on his/her



screen will turn blue to alert the user to the invitation.

When a user accepts your invitation, a message is displayed in the conversation window and the user's name is listed in your **Users** pane.



NOTE: When a user joins an existing conversation, he/she cannot see any messages that were exchanged beforehand.

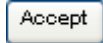
Using the Conversation Window

When a message is sent, it appears on the screen of every participant in the conversation. Each message is preceded by the sender's user name and the time and date the message was sent.


Message text appears in black font. To differentiate messages between conversation participants, user names and time/date tags are displayed in color. Participant colors are assigned by Hippocrates and are customarily unique for each user. Once a color has been assigned to a particular user, that color is used for all conversations in which he/she participates during that session. Red bolded text is reserved for **SYSTEM MESSAGES**.

When the length of a conversation exceeds the length of the *maximized* conversation window, a scroll bar will appear so that you can scroll through the entire conversation. Scrolling has no effect on the conversation itself; new messages will be appended to the end of the conversation as usual.

Joining a conversation

When you are invited to join a conversation, an invitation will appear on your screen. To join the conversation, click . This will open a window for that conversation. A message will announce your arrival to the other conversation participants but will not be displayed on your screen.


Declining an invitation

If you are invited to join a conversation and do not wish to do so, click . The other participants (including the user who sent the invitation) will not be informed that you have declined.

Sending messages in a conversation

To add a message to the conversation, click the message entry box, type your message, then click  or hit the **Enter** key.

Leaving a conversation

To leave a conversation, click  in the title bar of the conversation window. A message announcing that you have left is displayed in the conversation window and is visible to the remaining participants; aside from this, other participants are not affected. *If you rejoin a conversation after leaving it, you will not be able to retrieve the messages that were sent in the interim.*


By logging off from Hippocrates you automatically leave the conversation(s) in which you were participating.

Leaving the Comm Channels module to work in another module does *not* close your conversation(s): When you return to Comm Channels, your conversation windows will be updated with the messages that were exchanged while you were away.

PROCEDURE: Printing conversation text

There are several ways to print a conversation. One way is as follows:

NOTE: The Microsoft Windows portion of this procedure depends on your system configuration and might differ slightly from the procedure described here.

- STEP 1** Click in the conversation pane and locate the text you wish to print. Use the scroll bar if necessary.
- STEP 2** Click and drag the mouse over the text to highlight it.
- STEP 3** Right-click over the highlighted text and select Print.
- STEP 4** In the **Print** dialog box under [Page Range](#), click Selection.
- STEP 5** Click 

PROCEDURE: Copying and pasting conversation text

- STEP 1** You can copy conversation text and then paste it into a Microsoft Word document (for example) or into a Hippocrates conversation. To do this:
- STEP 2** Click in the conversation pane.
- STEP 3** Locate the text you wish to copy. Use the scroll bar if necessary.
- STEP 4** Click and drag the mouse over the text to highlight it.
- STEP 5** Right-click over the highlighted text and select Copy.
- STEP 6** Open a document in Microsoft Word or another compatible application.
OR
Click in the message entry box of a Hippocrates conversation window.
- STEP 7** Right-click and select Paste.

PROCEDURE: Saving conversation text

To save conversation text, you must copy and paste it into Microsoft Word or another compatible application, and then save it within that application.

To save text using Microsoft Word:

- STEP 1** Follow the procedure on page 25 for copying text.
- STEP 2** Open Microsoft Word.
- STEP 3** Paste the text into a Word document.
- STEP 4** Save the document.

Users Online Window

The Users Online window, which is displayed on the left side of the screen when you enter the Comm Channels module, lists all users currently logged in to Hippocrates, regardless of the module they are using.

You can use the Users Online window to perform the operations listed below. (The recipient user(s) must be online.)

- Send a file
- Send email
- Invite a user to a new conversation
- Invite a user to an existing conversation

To perform an operation from the Users Online window:

STEP 1 Hold the mouse over a user name to display the drop-down command list. In Figure 17 the drop-down list includes four commands: Send a File, Send an Email, etc.

STEP 2 Click the desired command.

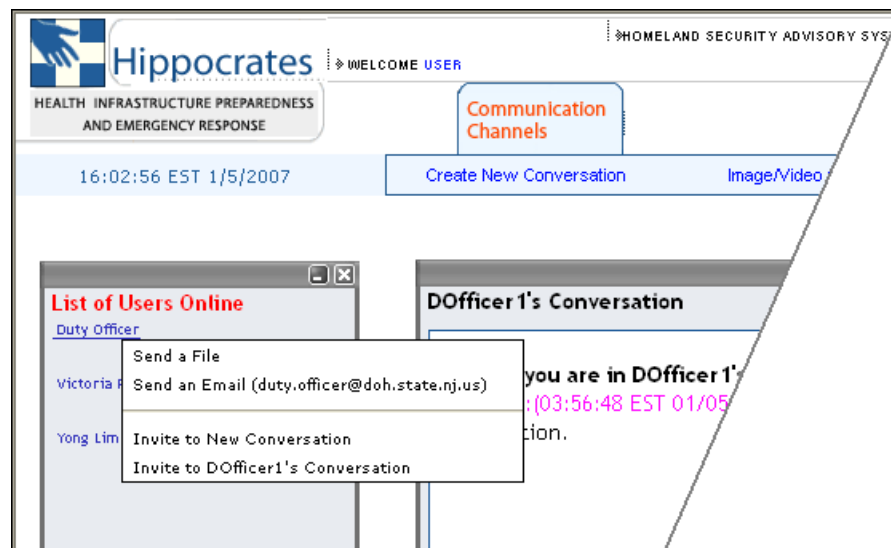


Figure 17. Users Online Drop-Down Command List

Window operations

As with other Comm Channels windows, the Users Online window can be **minimized**, **maximized**, **resized**, **moved** or **closed** using the window elements shown in Figure 18. For more information about these operations, see the section that begins on page 7.

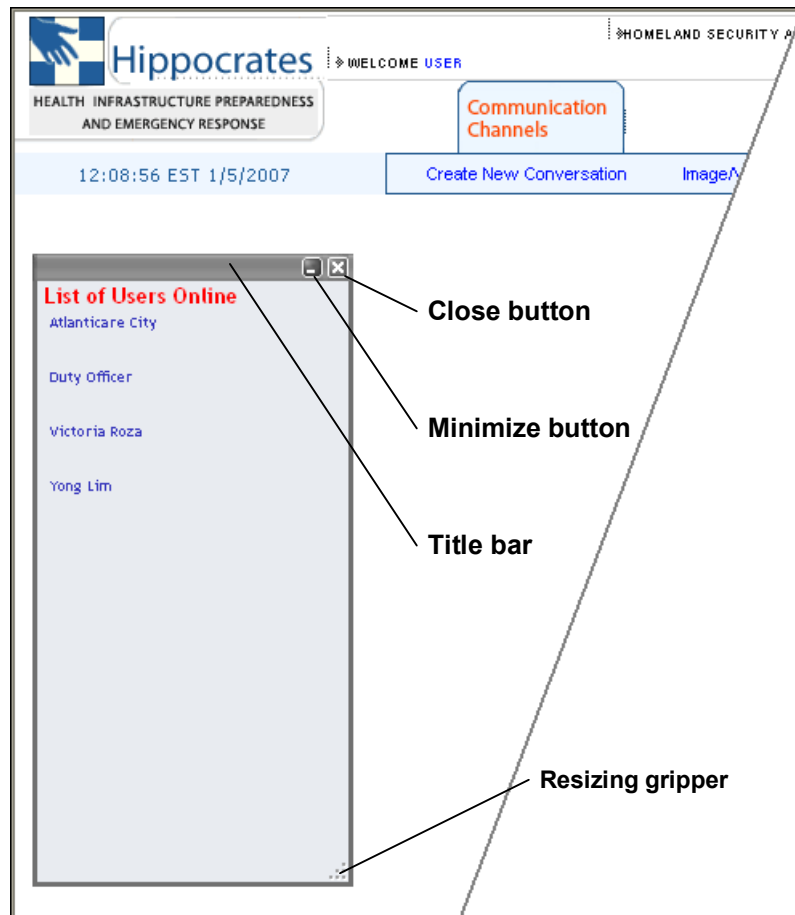


Figure 18. Users Online Window

Restoring the Users Online window

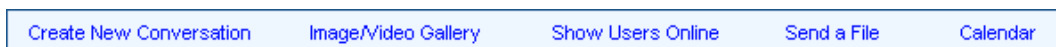
To restore the Users Online window after closing it, click [Show Users Online](#) from the Comm Channels function bar.

NOTE: When you restore the Users Online window it will appear in the size, location and minimized/maximized mode in effect when it was closed.

Other Comm Channels Functions

As the main purpose of the Comm Channels module is instant messaging, the underlying mode of the module is the “conversation” function. Most Comm Channels functions are conducted from within the **conversation area**. Conversations are discussed in detail beginning on page 17. The other Comm Channels functions are discussed below.

Comm Channels functions are initiated by clicking the appropriate item on the function bar, shown below. The Surveys function is included only if you have the appropriate user privileges for the Healthcare System Resources module. (Surveys are addressed in a separate chapter of this User Manual.)



When clicked, a function name turns **orange**. Figure 19 shows an example of the screen after **Send A File** has been clicked. Notice that the conversation function remains active after the new window has opened.

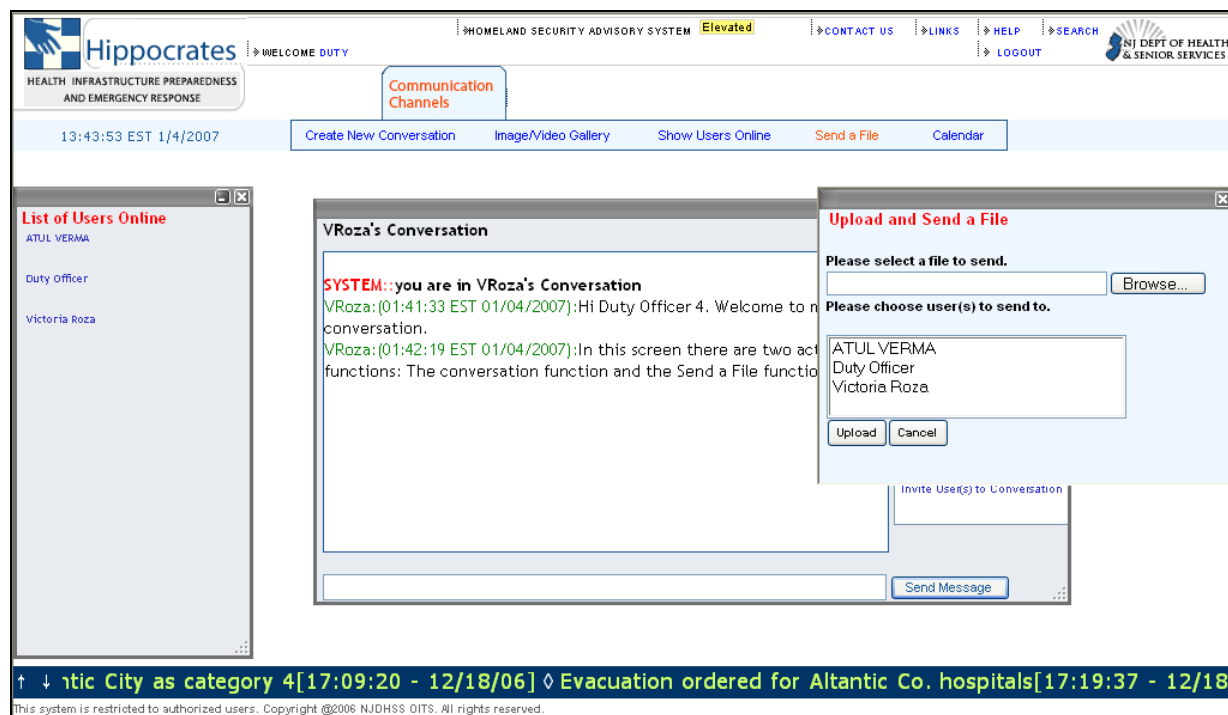


Figure 19. Create New Conversation and Conversation Functions

Comm Channels also provides these functions: Image/Video Gallery, Show Users Online, Surveys, Send a File (mentioned above) and Calendar.

NOTE: Surveys are addressed in a separate chapter in this User Manual.

Image/Video Gallery

The Image/Video Gallery is accessed by clicking [Image / Video Gallery](#) on the Comm Channels function bar. The gallery allows Hippocrates users to share information stored in various formats, including audio/video/mixed media files, images, documents, spreadsheets, presentations, binary data and more.

When you enter the Image/Video Gallery, an activity bar (shown below) is displayed underneath the function bar. The current activity is indicated with **orange text**. The default activity—or the opening screen—for the gallery is **View Gallery**.


View Gallery	Add to Gallery	Find/Modify Gallery
---------------------	--------------------------------	-------------------------------------

There are three activities associated with the gallery:

- View Gallery
- Add to Gallery
- Find/Modify Gallery

View Gallery

The **View Gallery** screen lists the available gallery files in a tabular format. An example is shown in Figure 20.



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16:52:08 EST 1/16/2007

Create New Conversation

Image/Video Gallery

Show Users Online

Send a File

Calendar

View Gallery











Add to Gallery

Find / Modify Gallery

1 to 10 of 17

Next

Last

Thumbnail View	Name	Description	Incident/Event Name	Incident/Event (IE)	Last Updated Date ▼	Last Updated By
	TRACK-IT DOC				01-05-2007 15:38:58	USER2
	TEST	test			12-15-2006 10:34:07	VRoza
	HOSPITAL DIVERSION INFO	hospital diversion info			12-15-2006 10:29:56	VRoza
	PDF TEST	pdf test			11-30-2006 10:52:42	sramu
	ROSS FILE				09-06-2006 16:25:44	RNinger
	RE-TEST OF .BMP	seeing if incident/event comes up filled in again even though I said "none"			09-06-2006 12:14:42	CElice
	.DAT FILE UPLOAD	test of uploading .dat file			09-06-2006 12:12:13	CElice
	BMP FILE	test of .bmp file being uploaded	SR TEST EVENT - ACC	E	09-06-2006 12:08:44	CElice
	LOST HORIZON .VMA FILE	test of vma file	ROBERT WOOD JOHNSON NURSES STRIKE	E	09-06-2006 11:59:06	CElice
	WAV FILE	see what happens when I try a .wav upload	BREAKFAST CEREAL TAMPERING	I	09-06-2006 11:58:19	CElice

1 to 10 of 17

Next

Last

↑ ↓

OIL REFINERY STORAGE

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Figure 20. View Gallery Screen

View Gallery Screen Features

Sorting

Click a [Column Heading](#) to sort the gallery files on that field (name, description, incident/event, etc.) or to reverse the sort direction.



Records sorted in *ascending* order (from A–Z or 1–last)



Records sorted in *descending* order (from Z–A or last–1)

Navigation

When there are more than 10 records, a set of page navigation commands (listed below) is displayed at the top and bottom of the View All screen. The page you are viewing determines which commands are displayed.

Click a [navigation command](#) to move through the View All list as described below.

[Next](#) – displays the next 10 files

[Previous](#) – displays the previous 10 files

[First](#) – displays files 1 through 10

[Last](#) – displays the last 10 files

Opening/Viewing/Playing/etc. a Gallery File

To access a file, click the corresponding [Thumbnail View](#). A separate Internet Explorer window will open and, in most cases, the file will open in the application that corresponds to the file type and your computer's settings. On many systems, for example, a *doc* file will open in Word, a *pdf* file will open in Adobe Reader, a *wmv* file will open in Windows Media Player, and so on. In some cases, you can decide between opening a file or saving it to your computer.

Saving a Gallery File to your Computer


To save a gallery file you must follow the procedure for the application in which the file opened. This is often done by right-clicking the file within that application or by selecting a menu command such as File > Save.

Add to Gallery

The Add to Gallery screen (see Figure 21) is used to upload a file to Hippocrates so that it is accessible to other users.

Figure 21. Add to Gallery Screen

PROCEDURE: Add to Gallery

STEP 1 Click  on the Command Center Console function bar.

STEP 2 Click  on the gallery activity bar.

STEP 3 Fill in the fields in the Add to Gallery screen as follows:

File Name *	Enter a name for the file you are uploading.
Description	Enter a brief description of the file's contents.
Incident/Event	Associate the file to an Incident, Event, or None.
Copyright	Enter the copyright holder, if applicable.

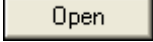
* denotes a mandatory field. If a mandatory field is left empty, Hippocrates cannot add the record to the database.

STEP 4 Click  to display the **Choose File** window.

STEP 5 In the **Choose File** window, navigate through the folders on your computer to locate the file you wish to upload. Only files of the types shown (.aiff, .asf, .au, .avi, .bmp, etc.) can be uploaded to the gallery.

STEP 6 When you have located the file, click it to enter it into the File name field, or click in the File name field and type the name.

STEP 7

Click  in the **Choose File** window. This closes the window and enters the file name into the Hippocrates Upload File field.

STEP 8

Click 

When the file has been uploaded to Hippocrates, a success message is displayed.

Modify Gallery

The Modify Gallery screen (Figure 22) is used to change the description in a gallery record or to delete a file from the gallery.

Figure 22. Modify Gallery Screen

PROCEDURE: Modify Gallery

STEP 1

Click [Image / Video Gallery](#) on the Command Center Console function bar to display the **View Gallery** screen.

STEP 2

Locate the gallery item you wish to modify or delete. To do this:

- From the **View Gallery** screen: Sort the gallery items (or reverse the sort) by clicking the appropriate column heading. For more about the sorting feature, see page 4.

OR

- Click [Find / Modify Gallery](#) on the Image/Video Gallery activity bar, then use the Search feature to display a subset of the gallery items. See page 5 for more about the Search feature.

STEP 3

Click the [Name](#) of the gallery item you wish to modify or delete.

NOTE: If, instead of clicking the [Name](#) for a record, you click its [Thumbnail View](#), you will open the uploaded file itself and not the record associated with that file.

STEP 4

Modify the record as desired, then click [Update](#) (only the Description and Copyright fields can be modified).

OR

Click [Delete](#) to remove the file from the gallery.

Show Users Online

[Show Users Online](#) is used to restore the Users Online window after it has been closed.

When you enter the Comm Channels module the Show Users Online window is automatically displayed. The Users Online window can be **closed**, **minimized**, **maximized**, **resized**, or **moved** using the window elements shown in Figure 23. (For more information about these operations, see the section that begins on page 7.)

NOTE: When you restore the Users Online window it will appear in the size, location and minimized/maximized mode in effect when it was closed.

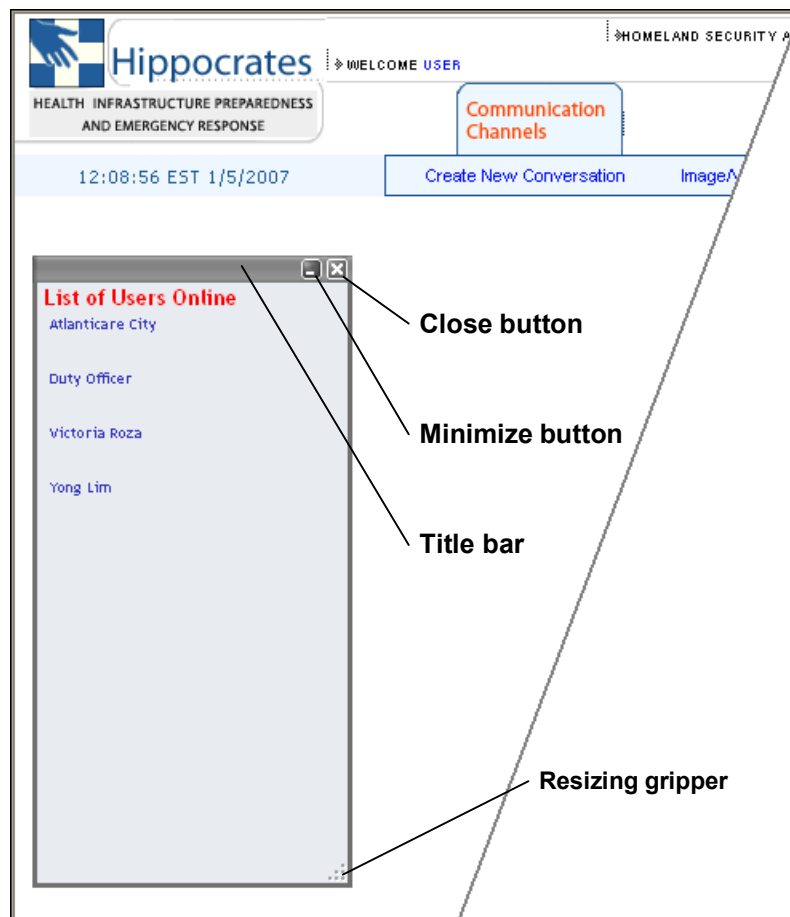


Figure 23. Users Online Window

Send a File

With the Send a File function you can email any file on your system to one or more users logged in to Hippocrates.

There are three ways to send a file from the Comm Channels module:

- using the Send a File function (procedure below)
- from the Users Online window (page 11)
- from a conversation window (page 11)

PROCEDURE: Send a File from the function bar


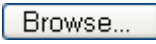


- STEP 1** Click  on the Comm Channels function bar to display the **Upload and Send a File** window (Figure 24).
- STEP 2** Click  to display the **Choose File** window.
- STEP 3** In the **Choose File** window, navigate through the folders on your computer to locate the file you wish to send.
- STEP 4** When you have located the file, click it to enter it into the File name field, or click in the File name field and type the name.
- STEP 5** Click  in the **Choose File** window.
- STEP 6** Click the name of the user to whom you wish to send the file. To select multiple users, press and hold the **Ctrl** key on your keyboard as you click each selection.
- STEP 7** Click .



Figure 24. Send a File


Calendar

The Calendar is accessed by clicking [Calendar](#) on the Comm Channels function bar. The calendar allows Hippocrates users to schedule meetings, training sessions, etc. and share that information with other users, regardless of the collaborative applications (email and other) that they use.

When you enter the calendar, an activity bar is displayed underneath the function bar. The current activity is indicated with **orange text**. The default activity—or the opening screen—for the calendar is **View All Items**, shown in Figure 25.

Calendar activities include:

- View All Items
- Create Item
- Find/Modify Item



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Create New Conversation

Image/Video Gallery

Show Users Online

Send a File

Calendar

View all Items

Create Item

Find / Modify Items

Daily View

Weekly View

Monthly View

Title ▼	Description	Start Time	End Time	Created By
ticker test new Y	ticker test new Y desc	2007-01-09 16:00:09.0	2007-01-09 16:00:09.0	Padma
ticker test new N	ticker test new N desc	2007-01-09 15:59:13.0	2007-01-09 15:59:13.0	Padma
ticker test Y	ticker test Y bb	2007-01-09 15:53:23.0	2007-01-09 15:53:23.0	Padma
ticker test N	ticker test N jj	2007-01-09 15:55:18.0	2007-01-09 15:55:18.0	Padma
ticker test N	ticker test N dtyjhdghjghstgh	2007-01-09 15:55:56.0	2007-01-09 15:55:56.0	Padma
ticker test N	ticker test N vvvvvvv	2007-01-09 15:54:09.0	2007-01-09 15:54:09.0	Padma
ticker oon	ticker on desc	2007-01-09 16:04:59.0	2007-01-09 16:04:59.0	Padma
ticker off	ticker off desc	2007-01-09 16:04:28.0	2007-01-09 16:04:28.0	Padma
testing view all2	testing view all 2desc2222	2007-01-25 11:33:49.0	2007-01-26 11:33:49.0	Padma
testing view all	testing view all desc	2007-01-26 11:33:49.0	2007-01-31 11:33:49.0	Padma
testing sequence 4	testing sequence 3 desc	2007-01-09 13:10:17.0	2007-01-09 13:10:17.0	YH
testing sequence 4	testing sequence 3 desc	2007-01-09 12:46:21.0	2007-01-09 12:46:21.0	YH
testing sequence 4	testing sequence 3 desc	2007-01-09 11:07:18.0	2007-01-09 11:07:18.0	YH
testing sequence 4	testing sequence 3 desc	2007-01-09 12:43:06.0	2007-01-09 12:43:06.0	YH
testing sequence 4	testing sequence 3 desc	2007-01-09 13:03:00.0	2007-01-09 13:03:00.0	YH
testing sequence 3	testing sequence 3 desc	2007-01-09 11:06:38.0	2007-01-09 11:06:38.0	YH
testing seq 2	testing seq desc2	2007-01-09 10:34:35.0	2007-01-09 10:34:35.0	YH
testing cty@@	testing cty dfadsf	2007-01-09 15:14:34.0	2007-01-09 15:14:34.0	Padma
testing cty11	testing cty dfadsf	2007-01-09 14:35:07.0	2007-01-09 14:35:07.0	Padma

Figure 25. View All Items

Calendar Views

There are three calendar views: daily (Figure 26), weekly (Figure 27) and monthly (Figure 28).

To change the calendar view, click on the corresponding button on the activity bar (below).

Daily View	Weekly View	Monthly View
------------	-------------	--------------



Figure 26. Daily View

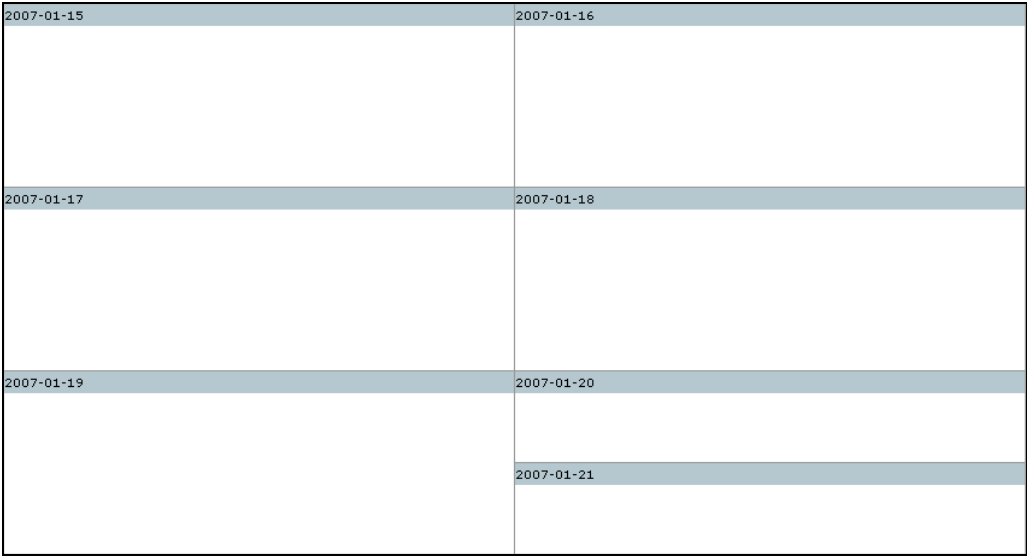


Figure 27. Weekly View

2007-01-01	2007-01-02	2007-01-03	2007-01-04	2007-01-05	2007-01-06
					2007-01-07
2007-01-08	2007-01-09	2007-01-10	2007-01-11	2007-01-12	2007-01-13
					2007-01-14
2007-01-15	2007-01-16	2007-01-17	2007-01-18	2007-01-19	2007-01-20
					2007-01-21
2007-01-22	2007-01-23	2007-01-24	2007-01-25	2007-01-26	2007-01-27
					2007-01-28
2007-01-29	2007-01-30	2007-01-31	2007-02-01	2007-02-02	2007-02-03
					2007-02-04

Figure 28. Monthly View

Accessing the Calendar from the Command Center Console

The monthly view is the view that is displayed when you click on the calendar in the CCC module (Figure 29).

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HEALTH INFRASTRUCTURE PREPAREDNESS AND EMERGENCY RESPONSE | **Command Center Console**

10:21:56 EST 12/22/2006 | Incidents | Events | Logs | Action Items | Image / Video Gallery | Sign In/Out | Shift Notes | Reports

➤ **Active Event**

Event Name
HURRICANE ALPHA

Command Center(s)
COOPER UNIVERSITY HOSPITAL
ATLANTIC CITY MEDICAL CENTER - CITY
HEALTH COMMAND CENTER

Activation Date
2006-12-15

➤ **Export to E-Team** (coming soon)

➤ **Active Command Centers**

ATLANTIC CITY MEDICAL CENTER - CITY
HURRICANE ALPHA
COOPER UNIVERSITY HOSPITAL
HURRICANE ALPHA
HEALTH COMMAND CENTER
HURRICANE ALPHA

➤ **Incidents**

Map of New Jersey showing incident locations.

January 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

➤ **Signed-In Personnel**

ATLANTIC CITY MEDICAL CENTER - CITY
INFORMATION SECTION CHIEF - EILEEN TROUTMAN
ADMIN SUPPORT - V ROZA

COOPER UNIVERSITY HOSPITAL
DUTY OFFICER - PADMA ADUSUMILLI

HEALTH COMMAND CENTER
HCC EXECUTIVE - DAVID GRUBER
DUTY OFFICER - JAMES LANGENBACH
HCC MANAGER - JAMES LANGENBACH

➤ **Shift Change Notes**

AC BOARDWALK EVAC INJURIES
ATLANTIC CITY MEDICAL CENTER - CITY
DUTY OFFICER
2006-12-18 17:26:03.0
ATLANTIC CO HOSPITAL EVACUATION

↑ ↓ 12/18/06 | Evacuation ordered for Altantic Co. hospitals[17:19:37 - 12/18/06] | OC/LONGPORT BRIDGE CLC

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Figure 29. CCC Home Screen with Calendar

Create Item




The **Create Item** screen (Figure 30) is used to add an item to the calendar.

Figure 30. Create Item Screen

PROCEDURE: Add a Calendar Item

- STEP 1** Click  on the Comm Channels function bar.
- STEP 2** Click  on the Calendar activity bar.
- STEP 3** Fill in the fields using the guidelines in the table below.

** mandatory field*

Item Title *	Enter a name for the calendar item.
Start Time *	<ul style="list-style-type: none"> Click  to open the date/time selector. Click the time fields and use the keyboard to enter values for hours (0–24), minutes and seconds. Click the desired date, using \leq or \geq as necessary. Click .
Counties *	Select one or more counties to which the calendar item applies. To select multiple counties, press and hold the Ctrl key on your keyboard as you click each selection.
Item Description	Enter a description of the calendar item.
End Time *	Click  and use the date/time selector as described above.
Add to Ticker	Click <input type="checkbox"/> to include this item on the ticker.

- STEP 4** Click .

